

Attachment A

Suggested Curriculum for a 480-Hour Long-Term Care Administration Practicum

Instructions: The coordinator and preceptor may use the suggested curriculum for the 480 clock hour long-term care administration practicum. The subject areas and objectives correspond with the "Core of Knowledge." A curriculum must incorporate activities and tasks under each subject area. However, other activities and tasks not listed may be included or substitute for listed ones. To use this attachment as proof of curriculum contents check off and list all activities and tasks which constitute the planned curriculum and attach to "Application for Approval of the Long-Term Care Administration Practicum Curriculum."

ADMINISTRATION

Subject Area

General Administration:

Objectives	Activity	Task
Understand the philosophy organization, relationship, and system in long term care and become oriented to the facility.	<input type="checkbox"/> Tour facility.	<input type="checkbox"/> Meet department heads, discuss roles and responsibilities of each department and note interaction with other departments.
	<input type="checkbox"/> Identify the ownership of facility, governing body, mission statement, and philosophy of care.	
	<input type="checkbox"/> Study organization chart and line of authority.	<input type="checkbox"/> Attend staff, board, and consultant meetings, as well as meetings with other resource people as necessary.
	<input type="checkbox"/> Understand each department, its function and its interrelationships.	
	<input type="checkbox"/> Identify styles of management.	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____	

Understand the roles and function of the administrator: planning, organizing, directing and controlling.

- ☐ Observe and discuss functions and responsibilities with the administrator.
- ☐ Other _____
- _____
- ☐ Other _____
- _____

- ☐ Other _____
- _____
- ☐ Other _____
- _____

Acquire functional knowledge of business and management.

- ☐ Review policies and procedures for the overall operation of the entire facility.
- ☐ Develop a working knowledge of accounting system, financial management, and financial officer's responsibilities.
- ☐ Review budget process and financial statements.
- ☐ Understand Medicare, Medicaid, KDHE reports, insurance, inventory, and purchasing.
- ☐ Understand residents' accounts, policies, and procedures.
- ☐ Identify insurance needs and coverages, worker's compensation.
- ☐ Understand time sheets, income tax, social security, etc.

- ☐ Revise policies and procedures as necessary.
- ☐ Develop a yearly budget.
- ☐ Complete reports and forms as necessary for submission to proper agency.
- ☐ Make out payroll for pay period.
- ☐ Operate office equipment to perform tasks as needed.
- ☐ Other _____
- _____
- ☐ Other _____
- _____

☐ Understand the function of office equipment and uses of computer program.

☐ Other _____

☐ Other _____

Acquire knowledge and be proficient in issues of personnel management.

☐ Study personnel policies and procedures.

☐ Review job descriptions in correlation with staffing patterns and organizational chart.

☐ Learn process of evaluation of employee performance.

☐ Learn how to recruit employees.

☐ Learn process and necessary documentation for employee termination.

☐ Become familiar with laws governing worker's compensation, unemployment insurance, and equal opportunity employment.

☐ Be aware of necessary licensing and certification of employees and regulations concerning their credentials.

☐ Update personnel handbook as necessary.

☐ Write job description for staff persons in each department.

☐ Assist in employee evaluation process.

☐ Write newspaper want ads.

☐ Participate in prospective employee interviews and orientations.

☐ Participate in employee discipline and termination.

☐ Plan staff development, in-service, and employee training in accordance with regulations.

☐ Other _____

- ☐ Understand how to direct, control, and motivate employees.
- ☐ Learn how to handle personnel conflicts.
- ☐ Review requirement for handling abuse, negligence, or complaints in facilities.
- ☐ Other _____
- ☐ Other _____

Understand the federal, state and local laws and regulations governing adult care facilities.

- ☐ Learn and practice all federal requirements of resident rights.
- ☐ Study state and federal laws for participation in Medicaid and Medicare programs.
- ☐ Review facility survey reports, deficiency citings, and methods of correction.
- ☐ Be familiar with all state and federal laws and regulations concerning licensure and certification.
- ☐ Other _____

- ☐ Make a walk-through tour of the facility to check that resident right requirements are met.
- ☐ Follow up on any issues if deficiency exists.
- ☐ Participate in licensing and certification surveys.
- ☐ Other _____
- ☐ Other _____

Subject Area
Applicable Standards of
Environmental Health and Safety:
Physical Plant

Objectives	Activity	Task
Understand the standards affecting the environmental health of the facility.	<input type="checkbox"/> Identify common types and etiology of communicable diseases and methods of prevention.	<input type="checkbox"/> Develop a plan for an isolation room or revise, if necessary, an existing plan.
	<input type="checkbox"/> Identify requirements for personnel record documentation related to communicable diseases.	<input type="checkbox"/> Attend infection control meetings.
	<input type="checkbox"/> Become familiar with facility policies and procedures concerning isolation.	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Read infection control and pest control policies and procedures.	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____	
	<input type="checkbox"/> Other _____	
Understand the importance of the physical aspects of the facility.	<input type="checkbox"/> Be aware of the need for special wings or units designed for special resident populations.	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Be aware of the affect of color stimulation, temperature, and noise on residents.	<input type="checkbox"/> Other _____

Understand elements of safety within the facility.

☐ Be familiar with ANSI standards concerning building accessibility and resident needs.

☐ Other _____

☐ Other _____

☐ Acquire knowledge of drug handling and control programs.

☐ Be aware of safety factors in oxygen usage.

☐ Review procedures for handling hazardous materials.

☐ Study Life Safety Code for physical plant and major mechanical devices; e.g. wheelchairs and whirlpools, etc.

☐ Read policies and procedures of facility's use of resident and facility equipment.

☐ Be aware of policies and procedures concerning security program.

☐ Be familiar with grounds maintenance.

☐ Discuss use of equipment with staff members responsible for the use and maintenance of major mechanical devices.

☐ Discuss security system and ground maintenance with appropriate department heads and write new policies, if necessary.

☐ Other _____

☐ Other _____

☐ Review OSHA requirements and facility accident, incident, and illness reports.

☐ Other _____

☐ Other _____

Subject Area
Local Health and Safety
Regulations

Objectives	Activity	Task
Understand the local safety regulations and disaster planning.	<input type="checkbox"/> Acquire functional knowledge of emergency procedures, review policy and procedures concerning fire, tornado, storms, bomb threats, etc.	<input type="checkbox"/> Inspect smoke detector, fire alarm, and sprinkler system.
	<input type="checkbox"/> Become familiar with fire alarm and sprinkler system.	<input type="checkbox"/> Participate in fire drills and fire marshal inspection.
	<input type="checkbox"/> Learn operation of water system, electrical system, and emergency generator.	<input type="checkbox"/> Attend safety committee meeting.
	<input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Other _____ _____
	<input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Other _____ _____
	<input type="checkbox"/> Other _____ _____	

Subject Area
Departmental Organization and
Management

Objectives	Activity	Task
Understand the roles and functions of each department.	<input type="checkbox"/> Identify the reporting and accountability of each department, including departmental budget.	<input type="checkbox"/> Other _____ _____
	<input type="checkbox"/> Identify criteria for evaluating departmental services and requirements of staffing patterns.	<input type="checkbox"/> Other _____ _____
	<input type="checkbox"/> Identify techniques for providing adequate professional, therapeutic, supportive, and administrative service.	
	<input type="checkbox"/> Other _____ _____	
	<input type="checkbox"/> Other _____ _____	
Understand the functions, organization, and management of the nursing department.	<input type="checkbox"/> Study nursing policy and procedure manuals.	<input type="checkbox"/> Discuss philosophy of resident care, federal and state requirements, standard of nursing practice, and nursing policies and procedures with administrator and DON.
	<input type="checkbox"/> Review staffing patterns, job descriptions, and licensing and certification regulations for staff.	
		<input type="checkbox"/> Plan staffing for the coming month's pay period.

- ☐ Become familiar with in-service, staff development, and continuing education needs.
- ☐ Observe nursing practice as treatment and care is provided to residents.
- ☐ Review medical records and care plans. Learn medical and nursing needs of residents and how needs change.
- ☐ Learn about physician services and relationship of physician to nursing staff.
- ☐ Become familiar with ancillary services such as physical therapy, occupational therapy, medical services, laboratories, and x-ray.
- ☐ Be familiar with hospital transfer agreements.
- ☐ Other _____
- ☐ Other _____

- ☐ Check personnel records to verify all staff are appropriately licensed or certified.
- ☐ Plan in-service as necessary for staff as needed.
- ☐ Observe use of assistance devices in facility.
- ☐ Accompany nurse aide/medication aide performing tasks of aide in care of resident.
- ☐ Observe or participate in activities provided by various therapists and ancillary services.
- ☐ Other _____
- ☐ Other _____

Understand the function, organization, and management of the housekeeping/laundry department.

- ☐ Learn staffing needs and schedules for housekeeping and laundry staff.
- ☐ Learn about linen requirements.
- ☐ Review cleaning schedules, procedures, aseptic techniques, and odor control.
- ☐ Learn procedures for handling soiled linens, linen storage, and control.
- ☐ Become familiar with use and care of laundry and housekeeping equipment.
- ☐ Observe housekeeping procedures, products use and storage, floor and carpet care.
- ☐ Other _____
- ☐ Other _____

- ☐ Prepare staffing chart for a month.
- ☐ Make visual count of linen.
- ☐ Plan or revise cleaning schedules, if necessary.
- ☐ Work with laundry staff to learn laundry procedure.
- ☐ Work with housekeeping staff to learn all phases of housekeeping.
- ☐ Other _____
- ☐ Other _____

Understand the function, organization, and management of the maintenance department.

- ☐ Become familiar with needs, schedules, and staffing for maintenance department.
- ☐ Become familiar with emergency power equipment, heating and cooling equipment, fire alarm system, drills, and records.

- ☐ Prepare staffing chart for a month.
- ☐ Work with staff to learn maintenance procedures.
- ☐ Other _____

- ☐ Review preventative maintenance records and equipment repair procedures.
- ☐ Review pest control and trash disposal problem.
- ☐ Be familiar with security program and ground maintenance.
- ☐ Other _____
- ☐ Other _____

☐ Other _____

Understand the function, organization, and management of the dietary department.

- ☐ Become familiar with the roles, schedules, and staffing needs for the dietary department.
- ☐ Review menus and diets and develop a functional knowledge of nutritional needs of residents.
- ☐ Learn about food costs, purchasing, inventory, receiving, and storage of food.
- ☐ Be aware of sanitation and inspections: dish washing, garbage disposal, and kitchen clean up.
- ☐ Observe food preparation, portioning, serving, and dining room setup.

- ☐ Plan staffing for one month for the dietary department.
- ☐ Work with food service supervisor and dietitian planning residents' diets.
- ☐ Work with dietary staff in department to learn responsibilities of each staff member.
- ☐ Other _____
- ☐ Other _____

☐ Review meal schedules,
special feedings, and snacks.

☐ Be aware of fire prevention
and control.

☐ Other _____

☐ Other _____

Understand the function,
organization, and
management of
pharmaceutical services.

☐ Learn policies and procedures
covering drug orders, drug
receiving, storage, disposal,
and disbursement.

☐ Observe consulting pharmacist
in drug review. Learn about
automatic stop orders.

☐ Become familiar with federal
and state laws governing drug
storage and drug schedule.

☐ Other _____

☐ Other _____

☐ Meet with pharmacy services
committee in drug review.

☐ Other _____

☐ Other _____

Understand the function of the medical records department.

- ☐ Identify the components of a medical record, required signature, and contents.
- ☐ Become familiar with the federal and state regulations regarding retention of records, confidentiality, record review, and requirements of Medicare and Medicaid.
- ☐ Become familiar with the record filing system.
- ☐ Be aware of the need for a designated medical records clerk and appropriate consultant.
- ☐ Other _____
- ☐ Other _____

- ☐ Discuss with the medical records clerk and/or appropriate consultant, the policies and procedures in medical records keeping.
- ☐ Other _____
- ☐ Other _____

Understand the function of admission services.

- ☐ Review the facility's admission policies.
- ☐ Be aware of case mix policies and how to achieve a desired case mix.
- ☐ Be familiar with admission process, forms, and methods of interviewing and conducting tours for prospective residents and family.

- ☐ Participate in admission procedure with prospective residents.
- ☐ Visit local hospital discharge planners concerning discharges and admissions.
- ☐ Other _____

☐ Other _____

☐ Other _____

☐ Other _____

Understand the function
 of the social services
 department.

☐ Be aware of the need for
 social histories of
 residents.
☐ Observe or participate in
 interviewing new residents
 and families.
☐ Be aware of community
 resources and referral
 techniques.
☐ Learn techniques for
 remotivation and reality
 orientation.
☐ Become familiar with
 techniques in resident
 counseling.
☐ Be aware of federal
 requirement of resident
 rights.
☐ Review discharge planning
 process.
☐ Other _____

☐ Assist social service
 worker in obtaining
 resident histories.
☐ Assist in financial
 planning of resident and
 family considering
 admission.
☐ Assist with care plans.
☐ Other _____

☐ Other _____

Subject Area
Community Interrelationships

Objectives	Activity	Task
Understand the need to be aware of community resources, the need to become involved with the community activities and how to utilize a volunteer program.	<input type="checkbox"/> Identify medical care, rehabilitation, and social service resources.	<input type="checkbox"/> Visit area service agencies.
	<input type="checkbox"/> Learn about programs and services offered by religious institutions, schools, service agencies, and governmental agencies.	<input type="checkbox"/> Attend meetings of area clubs and social organizations.
	<input type="checkbox"/> Review methods of payment by Medicare, Medicaid, and other insurance.	<input type="checkbox"/> Attend meetings with volunteers.
	<input type="checkbox"/> Review policies for organizing a volunteer program in the facility. Identify the purpose and effect of such a program.	<input type="checkbox"/> Plan activities.
	<input type="checkbox"/> Develop a marketing strategy to familiarize the community with the facility.	<input type="checkbox"/> Plan facility functions and invite the public.
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

RESIDENT CARE

Subject Area
Psychology of Resident Care

Objectives

Understand the
psychological needs of
residents in adult care
facilities.

Activity

Task

☐ Learn about causes of anxiety
and depression of residents
in facilities and techniques
for assisting in the problem.

☐ Attend meetings of staff
and/or departmental heads
involved with the
psychological care of
residents.

☐ Learn how to motivate
residents to help themselves
overcome behavioral or
psychological problems.

☐ Other _____

☐ Learn the psychological
effects of drugs and alcohol.

☐ Other _____

☐ Learn the effect that
separation from family
members may have on
residents.

☐ Be familiar with stages of
death and dying.

☐ Other _____

☐ Other _____

Subject Area
Principles of Medical Care

Objectives	Activity	Task
Understand the function of the human body and medical care.	<input type="checkbox"/> Acquire basic knowledge of human anatomy and physiology.	<input type="checkbox"/> Other _____ _____
	<input type="checkbox"/> Acquire knowledge of disease recognition, disease process, aging process, and their effect on medical care.	<input type="checkbox"/> Other _____ _____
	<input type="checkbox"/> Learn medical terminology and abbreviations.	
	<input type="checkbox"/> Other _____ _____	
Understand the need and effects of medical treatment.	<input type="checkbox"/> Other _____ _____	
	<input type="checkbox"/> Identify commonly prescribed medications, their therapeutic effects, adverse reactions, and interactions with other drugs and food.	<input type="checkbox"/> Attend pharmacy committee meeting.
	<input type="checkbox"/> Acquire knowledge of need for good nutrition and rationale for different types of diets.	<input type="checkbox"/> Attend meetings with medical director, director of nurses, and dietitian planning the diet of the residents.
	<input type="checkbox"/> Be aware of federal requirements concerning utilization review.	<input type="checkbox"/> Other _____ _____
	<input type="checkbox"/> Acquire knowledge of professional and medical ethics concerning medical care.	<input type="checkbox"/> Other _____ _____

☐ Read policies and procedures to assure that they are developed according to state and federal requirements.

☐ Other _____

☐ Other _____

Subject Area
Personal and Social Care

Objectives	Activity	Task
Understand components necessary for developing resident care plans.	<input type="checkbox"/> Study plans of care to identify components of plans, input from various disciplines, the resident needs and goals.	<input type="checkbox"/> Assist activities director in planning resident activities.
	<input type="checkbox"/> Determine if plans are being implemented appropriately and effectiveness of plans by assessing patient outcomes.	<input type="checkbox"/> Discuss developing plans of care with care planning team.
	<input type="checkbox"/> Determine if plans of care meet requirements established by regulation.	<input type="checkbox"/> Attend care planning meetings.
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Understand need for
activities for residents.

☐ Review type of activities
planned for residents to
determine if appropriate for
maximum resident
participation and meets
social, psychological, and
physical needs of residents.

☐ Other _____

☐ Other _____

☐ Determine if activities
director is qualified and
knowledgeable of residents'
limitations and potential in
recreation participation.

☐ Other _____

☐ Other _____

Understand the residents'
adjustment to the
facility environment.

☐ Recognize the residents' need
to feel in control of their
lives and the process of
adjustment to their
surroundings, staff, and
other residents.

☐ Attend resident council
meeting. Determine
facility's support and
involvement with residents.

☐ Other _____

☐ Develop an understanding of
the adjustment of the
residents' family and friends
to the residents'
surroundings.

☐ Other _____

☐ Other _____

☐ Other _____

Understand residents' need to be self-sufficient.

- ☐ Learn techniques to help maintain residents' highest potential in activities of daily living.
- ☐ Learn the methods for group therapy and the most appropriate facilitation of the sessions as determined by resident needs.
- ☐ Other _____
- ☐ Other _____

- ☐ Other _____
- ☐ Other _____

Subject Area
Therapeutic and Supportive Care

Objectives	Activity	Task
Understand the need and components of therapeutic and supportive care and services.	<input type="checkbox"/> Determine the interdisciplinary team input for developing plans of care to address issues of therapeutic and supportive care.	<input type="checkbox"/> Attend care planning meetings.
	<input type="checkbox"/> Read policies and procedures for developing and revising plans of care.	<input type="checkbox"/> Accompany the DON on her rounds, having her discuss the resident diagnosis, treatment, and care plan.
	<input type="checkbox"/> Learn aspects of resident assessment and evaluation: plans and procedures.	<input type="checkbox"/> Visit with ministers and accompany them on visits with residents; assist in planning church services.
	<input type="checkbox"/> Recognize the psychological, social, and religious needs as well as the physical needs of residents.	<input type="checkbox"/> Other _____

☐ Identify therapeutic services needed and review contracts with services if not provided by facility.

☐ Identify dental services and care.

☐ Recognize professional ethics and conduct pertaining to professional services offered or rendered.

☐ Other _____

☐ Other _____

☐ Other _____